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SB13-09/10: Updating Personnel Policy

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Whereas, Personnel Policy is outdated;

Therefore, Let It Be Resolved that under Item 4.0 POSITION DESCRIPTIONS the following amendments be made to reflect current UM Productions practice:

4.5 PROGRAMMING (UM PRODUCTIONS)

4.50 Mission of UM Productions. The mission of UM Productions is to bring quality events to The University of Montana and the Missoula community. As a student-run/student-funded organization, UM Productions strives to provide students with educational opportunity and development through personal responsibility and ownership. UM Productions attempts to reach an ever-growing audience of students and community members by providing concerts and events which are focused on diversity with a strong dedication to the arts. UM Productions pledges to maintain excellence in programming and to be responsive to the needs of The University Montana and the community.

4.51 The operation of UM Productions relies upon a Director, Performing Arts/Special Events Coordinator, a Popular Concerts Coordinator, Advertising Coordinator, and a Graphic Design Coordinator. These positions are selected each year during Spring Semester by the UM Productions Director. The new UM Productions Director will be selected by a five-person ASUM/UM Productions Interview Committee, consisting of the ASUM President, the outgoing UM Productions Director— or, if the current director re-applies, a designee who is picked by the UM Productions advisor— the UM Productions advisor, and two outgoing UM Productions coordinators who are not applying for positions in UM Productions for the next year— or, if two are not available, outgoing Senators appointed by the ASUM President. Following the aforementioned committee’s decision on a new director, the ASUM President will forward the candidate’s name for ASUM Senate approval.

4.52 UM Productions Director. The UM Productions Director oversees the entire programming operation. The Director serves as a resource for the Coordinators and directs marketing efforts for the various scheduled events. The Director monitors events, maintains the Programming budget, and gives explicit permission to the Coordinators concerning the commitment of UM Productions to any event which will require ASUM funds. No contract or agreement may be made without the approval of the Director. The Director prepares the UM Productions budget for the ASUM budgeting session annually.

4.53 Performing Arts/Special Events Coordinator. The Performing Arts Coordinator handles the scheduling of performing arts, special events and various concerts throughout the year. The Coordinator stays current on agents and artists through professional publications and contracts. The negotiations are handled by the Performing Arts Coordinator and must be approved by the Director. Selection of artists lies with the Coordinator, with the advice of the Director and the Programming Advisor. All contracts are negotiated with prior approval of the Director. After a performance, the Coordinator must evaluate and report on the event.

4.54 Popular Concerts Coordinator. The Popular Concerts Coordinator is responsible for all aspects of the presentation of popular concerts at the University of Montana Campus. The Coordinator pursues the artists and stays up-to-date on acts, agents and promoters in the profession. The Coordinator negotiates all contracts; however, any agreement on artist fees and production costs
must be approved by the Director. Ticket sales are handled by the Box Office Manager, and the Coordinator will organize and oversee the promotion of ticket sales. The Popular Concerts Coordinator works with the Advertising Coordinator to promote the concert. The Coordinator is also responsible for the production of any concert event.

4.55 Advertising Coordinator. The Advertising Coordinator’s position is designed to encompass the responsibilities of advertising and marketing of each event programmed through the UM Productions office. This includes: Performing Arts, Lectures, Films, Cabaret by Candlelight Series, Art Fairs, Major Concerts and UC activities. Upon the booking of an event, it is the responsibility of the advertising coordinator and the area coordinator to develop a detailed marketing plan for the event. Because the office objective reflects multiple activities and goals, the Advertising Coordinator may be assigned additional or different responsibilities by the Director in order to facilitate the operations of the UM Productions office.

4.56 Webmaster/Advertising Assistant. The individual in this position is responsible for designing and maintaining the Web page for UM Productions as well as assisting with other advertising for UM Productions.

4.5 UM Productions

4.51 The operation of UM Productions relies upon a Director, Concert Coordinator, an Assistant to the Concert Coordinator, Marketing Coordinator, and a Graphic Design Coordinator. These positions are selected each year during Spring Semester by the UM Productions Director. The new UM Productions Director will be selected by a five-person ASUM/UM Productions Interview Committee, consisting of the ASUM President, the outgoing UM Productions Director – or, if the current director re-applies, a designee who is picked by the UM Productions Advisor – the UM Productions Advisor, and two outgoing UM Productions coordinators who are not applying for positions in UM Productions for the next year – or, if two are not available, outgoing Senators appointed by the ASUM President. Following the aforementioned committee’s decision on a new Director, the ASUM President will forward the candidate’s name for ASUM Senate approval.

4.52 UM Productions Director. The UM Productions Director oversees the entire programming operation. The Director serves as a resource for the Coordinators and directs marketing efforts for the various scheduled events. The Director monitors events, maintains the UM Productions budget, and gives explicit permission to the Coordinators concerning the commitment of UM Productions to any event which will require ASUM funds. No contract or agreement may be made without the approval of the Director. The Director prepares the UM Productions budget for ASUM budgeting session annually.

4.53 Assistant to the Concert Coordinator. The Assistant to the Concert Coordinator assists in all aspect of event management. This position works with the Concert Coordinator to fulfill rider requirements and day of show production requirements. The Assistant to the Concert Coordinator may also keep hours as an Office Assistant. This includes answering phones and assisting walk-ins with inquiries.

4.54 Concert Coordinator. The Concert Coordinator is responsible for all aspects of the presentation of concerts and other live events which are promoted or produced by UM Productions. The Coordinator pursues the artists and stays up-to-date on acts, agents, and promoters in the industry. The Coordinator may negotiate contracts; however, any agreement on artist fees and production costs must be approved by the Director.
4.55 Marketing Coordinator. The Marketing Coordinator’s position is designed to encompass the responsibilities of advertising and marketing events promoted or produced by UM Productions. Upon the booking of an event, it is the responsibility of the Marketing Coordinator to develop a detailed marketing plan for the event. Because the office objective reflects multiple activities and goals, the Marketing Coordinator may be assigned addition or different responsibilities by the Director in order to facilitate the operations of the UM Productions office.

4.56 Graphic Design Coordinator. The Graphic Designer is responsible for creating posters, handbills, and print ads used for the promotion of UM Productions concerts and live events.

Passed by Committee: ________________________, 2009

Passed by Senate: ________________________, 2009

Andrew Dusek, Relations and Affairs Chair
Emily May, Chair of the Senate